



HEADQUARTERS OREGON WING CIVIL AIR PATROL

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25 September 2002

MEMORANDUM FOR ALL PERSONNEL OREGON WING

FROM: ORWG/CC

SUBJECT: New Oregon Wing Supplement to CAPR 66-1

1. **PURPOSE:** The referenced supplement has been written and published with the intent of establishing firm guidelines with respect to the responsibility, payment and reimbursement for the refueling of the corporate aircraft assigned to Oregon Wing, as well as how wing fuel credit cards are utilized for both aircraft and vehicles.

2. **BACKGROUND:** We have been continually beset with reconciling fuel receipts with CAP Form 108s that reference no aircraft number, date and/or mission number. We receive and must pay monthly invoices for fuel used on funded missions for which some pilots have not turned in fuel receipts, rendering authorized reimbursement impossible. The result? A grossly unnecessary waste of critically needed Oregon Wing funds which, in turn, has severely impacted the Wing's cash flow, adversely affecting the overall financial health of the Wing over the past few years. We have also had problems reimbursing our pilots in a timely fashion for fuel and other expenses that they've paid for in good faith out of their own funds. This has adversely affected morale, to say nothing of the effect it has had on the individual's personal finances. We therefore have begun taking corrective actions to insure that we process all 108s in a thorough, complete and timely fashion.

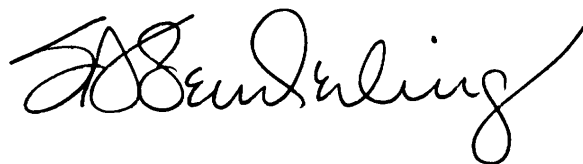
3. Our new Finance Officer, SM Gene Hatfield, has helped tremendously in these efforts by accomplishing the following:

- The conversion of the Wing's financial records to a computer-based system ("Quick Books") as required by National regulations.
- Established internal accounts by "tail number" for the wing's aircraft and has otherwise brought our accounting procedures in line with national requirements.

In addition, our Director of Operations, Capt Bob Asher, has recently received considerable assistance from Lt Col Jim Veach in processing all outstanding CAPF 108s for reimbursement. The ORWG Liaison Office personnel, Mr. Wayne Schulz and Mr. Kenny Gates, have done a commendable job working with National Headquarters to get special dispensation with respect to overdue reimbursement requests. Yet these efforts are not enough. In the vernacular, it's simply time to "bite the bullet" and take appropriate steps to effectively manage the financial aspects of operating our aircraft fleet.

4. The referenced supplement to CAPR 66-1 takes effect 1 Oct 02, and Wing-owned fuel credit cards will be removed from all corporate aircraft and vehicles and placed under the stewardship of the Director of Operations and Director of Logistics, respectively, who will be responsible and accountable for their use.

5. We expect that these new procedures will drastically reduce the time that it takes to reimburse our members and process authorized reimbursements to Wing – which, by joint order of the Commanders of the Pacific Region and the Pacific Liaison Region, we must process and close within sixty (60) days of the completion of any reimbursable exercise or activity.
6. And while I fully understand that these new procedures represent a change in our current reimbursement practices – which we got too used to when we were reimbursed on a “dry” rate – I am very confident we can make the appropriate adjustment and make this new system work. I therefore ask the cooperation of each and every pilot and operator of a corporate vehicle to join me in embracing these new procedures to ensure a smooth and seamless transition.
7. Thank you all for your cooperation and understanding as this new regulation takes effect.

A handwritten signature in black ink, reading "S. Senderling". The signature is fluid and cursive, with a large, stylized "S" at the beginning and a long, sweeping underline.

STEVEN A. SENDERLING, Colonel, CAP
Commander